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ABSTRACT

Instructions for completing the Georgia Higher Education Inventory forms titled "Building Inventory" and "Instructional Space Inventory" are explained. Definitions of terms and the coding system used are included, as well as the relevant inventory forms. (HH)

ED037041

GEORGIA HIGHER EDUCATION FACILITIES INVENTORY

INFORMATION FOR CONDUCTING FACILITIES INVENTORY

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GEORGIA HIGHER EDUCATION FACILITIES INVENTORY

INFORMATION FOR CONDUCTING FACILITIES INVENTORY

1.0 General Introduction.

The Georgia Higher Education Facilities Commission is conducting a study of enrollment trends and physical facilities for all higher education institutions in Georgia. The purpose of this study is to forecast overall future enrollment and the need for future facilities, as an aid in planning future higher education facilities in the state. This document contains procedural information for conducting an inventory of buildings and instructional space in Georgia higher education institutions.

An attempt has been made to keep these instructions and the associated forms as simple as possible. However, it is important that the instructions be read and followed by all persons making entries to the forms used. Thus, if segments of the work are delegated to persons other than the initial recipient of these instructions, please insure that such others have access to and read the following instructions to assure consistency of inventory data.

Two forms are used for recording the inventory. The first is titled BUILDING INVENTORY (identified as Form GHEF-01), and the second form is INSTRUCTIONAL SPACE INVENTORY (GHEF-02). Only instructional spaces for one building should appear on any one Form GHEF-02, even if the form is not filled. This procedure is important and is amplified further in these instructions.

Both of these forms are included in this information document, and the following paragraphs describe further information for their correct completion and the necessary definition of terms. The enclosed form samples should be detached and referenced when reading the following form instructions.

2.0 Building Inventory Form GHEF-01.

2.1 Heading Information.

Block 1 - Recorder's Signature (Blocks 1-5). Person making entries on form sign in this box.

Block 2 - Contains pre-printed form identification numbers only. No entry is required.

Block 3 - Institution Name. Print full name of institution.

Block 4 - Institution Reference Number. Institution Reference Number previously assigned is to be printed in this space. Insure that this number appears on all pages of BUILDING INVENTORY form used.

Block 5 - Page Number. Starting with 1, number consecutively all BUILDING INVENTORY forms used.

2.2 Building Identification (Columns 1-3).

Column 1 - Line Number. This column contains pre-printed consecutive line numbers for identification purposes. No entry is required.

Column 2 - Abbreviated Building Name. Print an abbreviated building name in the character spaces provided. Place the first alphabetic character in the first space.

Example: P H Y _ S C I E N C E S

(For Physical Sciences Building)

If form entries are typed, please do not exceed 17 characters or spaces, abbreviating if necessary.

Column 3 - Institution Building Reference Number. Enter code number assigned by your institution for each building. This is used for identification supplementary to the building name. If your institution does not presently use building reference numbers, this column may be left blank.

2.3 Physical Characteristics (Columns 4-10).

Column 4 - Number of Floors. Enter number of floors contained in building. Basements, unless designed to be occupied by academic or administrative functions, should not be counted. Similarly, penthouses not specifically designed for occupancy, should not be counted.

Column 5 - Number of Instructional Spaces. Enter the number of instructional spaces contained within building. For purposes of this inventory an instructional space is a clearly defined area (normally a room) used or intended for use as classroom space. The number of instructional spaces shown in column 5 of Form GHEF-01, should correspond to the number of lines on which these spaces are listed on form GHEF-02. Where large areas are subdivided by moveable partitions for daily use, enter number of instructional spaces normally provided by such sub-division. If a building contains no instructional spaces, enter "0". The symbols "N/A" should not be used.

Column 6 - Gross Floor Area in Square Feet. Enter in this column the gross area of the building in square feet. "Gross Area" means the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces. Gross Area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond wall face. Gross Area should include basements, attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies utilized for operational functions, and corridors.

Column 7 - Assignable Floor Area in Square Feet. Enter in this column total net assignable area for building in square feet. "Net Assignable Area" means the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant.

Net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions. Assignable areas should include offices, classrooms, laboratories, seminar and conference rooms, libraries,

file rooms, storage rooms, etc., including those for special purposes (auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops), which are, or can be, used in accomplishment of the institution's mission. Circulation spaces (corridors, passages, etc.) are specifically excluded from Assignable Area. Mechanical or custodial space should not be included as Assignable Area.

Column 8 - Construction Type Code. Enter in this column the code for construction type. Type categories and their respective code numbers are listed below:

Construction Type Code	Construction Type
1	Wood Frame with wood siding (temporary structure)
2	Wood Frame with wood siding (permanent structure)
3	Wood Frame with brick veneer or siding other than wood (temporary structure)
4	Wood Frame with brick veneer or siding other than wood (permanent structure)
5	Metal Building (temporary structure)
6	Metal Building (permanent structure)
7	Steel or Concrete
8	Heavy Timber or Laminated Wood

For the purpose of this inventory a "Temporary" structure, or building, is one which was so designated or intended at the time or its construction.

Column 9 - Condition Code. Enter in this column the code number most clearly indicating present condition of building.

Condition Code	Present Condition of Building
1	Building in new or satisfactory condition, needs normal maintenance.
2	Building in satisfactory condition, needs minor repair and rehabilitation.
3	Building in poor condition, needs major repair and rehabilitation.
4	Building in use, should be razed.
5	Building scheduled to be razed.

"Building in new or satisfactory condition, needs normal maintenance" means new or recently constructed buildings, or older buildings which have been rehabilitated to satisfactory condition.

"Building in satisfactory condition, needs minor repair and rehabilitation" means buildings whose major systems are in good functioning order, needing only minor repair. A building in this category would need re-painting, new floor tile, etc.

"Building in poor condition, needs major repair and rehabilitation" means buildings which needed extensive repair to heating and ventilating systems, plumbing systems, electrical systems, and/or structural systems. Worn surfaces or poor appearance would not warrant placing a building in this category, unless such wear was so bad as to affect the function or safety of the building.

"Building in use, should be razed" means one that although structurally safe, is so outmoded or in such poor condition that to repair and rehabilitate it would be economically and/or academically impractical.

"Building scheduled to be razed" means one that has been judged unfit for use or occupancy, and is scheduled to be demolished.

Column 10 - Occupancy Year. In this column enter last two digits of the year in which building was first occupied. For buildings presently under construction or in actual design, enter last two digits of the year building is scheduled to be occupied.

2.4 Use (Columns 11-12).

Column 11 - Building Function Code. From the following code index, select and enter the code best describing the primary function of the building in column 11. List only one building function code in the space provided. If a building is used for more than one function, assign the code for the most significant function.

INDEX OF BUILDING FUNCTION CODES

100 INSTRUCTIONAL FACILITIES

Educational Laboratory or demonstration school	101
Engineering instructional or teaching laboratory and shop	102
Fieldhouse	103
General or academic classroom	104
Gymnasium	105
Home management laboratory house	106
Hospital, teaching	107
Library	108
Mathematics instructional or teaching laboratory	109
Modern foreign language instructional or teaching laboratory	110
Museum	111
Natural science instructional or teaching laboratory and shop	112
Physical science instructional or teaching laboratory and shop	113
Swimming Pool	114
Other instructional or teaching laboratory and shop	198
Other unclassified instructional facility	199

200 RESEARCH FACILITIES

Agriculture	201
Astronomy	202
Biology	203
Chemistry	204
Dentistry	205
Earth sciences	206
Engineering	207
Mathematics and statistics	208
Medicine, basic	209
Medicine, clinical	210
Physics	211
Psychology	212
Social science	213
Other physical sciences	214
Other unclassified research facility	299

(Continued on Page 8)

(Continued from Page 7)

400 GENERAL OR AUXILIARY FACILITIES

Agricultural extension service and experiment station	401
Auxiliary enterprise (bookstore, print shop, barber shop, post office, etc.)	402
Armory	403
Auditorium	404
Chapel	405
College union (student center)	406
Faculty club and facilities	407
Food service (non-residential)	408
Garage (vehicle storage)	409
General storage (includes warehouses)	410
Hospital, non-teaching	411
Infirmary or student health center	412
Maintenance, buildings and grounds (shops, stores and services)	413
Major utility (power and heating, water filtration, sewage disposal, etc.)	414
Offices, administrative staff	415
Offices, faculty	416
Stadium	417
Theater	418
Other unclassified general or auxiliary facility	499

300 RESIDENTIAL FACILITIES

Coeducational residence halls for single students	301
Faculty and staff apartments	302
Faculty and staff houses	303
Fraternity and sorority houses	304
Hotel-type accommodations	305
Married-student apartments	306
Married-student house (single family)	307
President's house (single family)	308
Residence halls for single women	309
Residence halls for single men	310
Other unclassified residential facility	399

Column 12 - Possession Type. Enter code for appropriate possession type from the following code index.

Possession Type Code	Possession Type
1	Building owned by institution or related building authority. Includes building otherwise owned, but with deed to secure mortgage debt or other amortized financing.
2	Building not owned or leased by institution, but made available to it at either no cost or at a nominal rate.
3	Building Leased - lease extends ten years or more from date of this inventory.
4	Building Leased - lease extends five years or more, but less than ten years, from date of this inventory.
5	Building Leased - lease extends less than five years from date of this inventory.

2.5 Ownership and Cost (Columns 13 through 16).

Column 13 - Construction Cost in Dollars. Enter construction cost of building in thousands to the nearest thousand dollars. As an example, a building costing $410,321 should be shown as 410.

Column 14 - Per Cent of Federal Funds. For buildings initially occupied in 1964 or thereafter, indicate the percentage of construction cost covered by federal funds.

Column 15 - Replacement Cost in Dollars. No entry is required and none should be made. Replacement cost will be determined and entered subsequently.

3.0 Instructional Space Inventory Form GHEF-02.

3.1 General. Buildings identified as containing instructional spaces on the BUILDING INVENTORY (Form GHEF-01) should have each instructional space contained therein indexed on the INSTRUCTIONAL SPACE INVENTORY (Form GHEF-02). Use one or more sheets as necessary of the INSTRUCTIONAL SPACE INVENTORY form to index the instructional spaces within one building. Do not, however, show the instructional spaces for more than one building on any one instructional space inventory form. That is, whenever proceeding to index instructional spaces for another building, always start with another instructional space inventory form. Thus, each INSTRUCTIONAL SPACE INVENTORY form should contain spaces for only one building.

3.2 Heading Blocks (Blocks 1-5).

Block 1 - Recorder's Signature. Person making entries on form sign in this block.

Block 2 - Contains pre-printed form identification number only. Do not use.

Block 3 - Institution Reference Number. Institution Reference Number previously assigned is to be printed in this space. Insure that this number appears on all pages of INSTRUCTIONAL SPACE INVENTORY forms used.

Block 4 - Page-Line Reference. The purpose of this block is to provide a numeric reference of the instructional spaces inventoried to the building to which they belong as identified on the BUILDING INVENTORY form (Form GHEF-01). This reference number is the page number appearing in block 5 of the BUILDING INVENTORY, and the line number on which the building is listed, which appears in column 1. Thus, if the instructional spaces to be indexed refer to a building which appears on page 2, line 06, of the BUILDING INVENTORY form then the building reference number will be 2-06.

Instructional spaces inventoried on any one page must be contained within same building. That is, instructional spaces for any one building should not be mixed with those spaces of another building on the same INSTRUCTIONAL

SPACE INVENTORY form. For example, if a building contains five instructional spaces, then lines 01 through 05 would be used on Form GHEF 02, and the remainder of the page would be left blank.

Block 5 - Page Number. Starting with 1, number consecutively all INSTRUCTIONAL SPACE INVENTORY forms used.

3.3 Form Columns (Columns 1-10).

Column 1 - Line. (Contains pre-printed consecutive line identification numbers only. No entry is required.)

Column 2 - Room Number. In this column identify each instructional space by room number assigned by your institution. Only if a room number does not exist, indicate an alphabetic short name designation in column 10 to distinguish this space from any other in the building. Eight or less symbols may be used in column 10 for this purpose. For example, if an auditorium has no room number, identify as AUDITORM, or similar mnemonic abbreviation. Please do not use more than 8 characters for this identification.

Column 4 - Space Function Code. Enter appropriate code for space function from following code index.

INDEX OF SPACE FUNCTION CODES

TOPIC OF INSTRUCTION APPLICABLE TO SPACE	Space Function Code		
	Classroom Facility	Laboratory Facility	Other Facility
General Purpose Space (Or Not Specifically Used For Instruction Topics Below	100	101	102
Life Sciences			
Biological Science	200	201	202
Agricultural Science	210	211	212
Health Science (Medicine, Nursing, Pharmacy, etc.)	220	221	222
Other Life Sciences Unclassified Above	230	231	232
M.C.P.E. Sciences			
Mathematical Science	300	301	302
Computer Science	310	311	312
Physical Science	320	321	322
Engineering Science	330	331	332
Behavioral Sciences			
Psychology	400	401	402
Social Sciences	410	411	412
Other Behavioral Science Unclassified	420	421	422
Humanities			
Fine Arts	500	501	502
Letters	510	511	512
Other Humanities Unclassified Above	520	521	522
Professions			
Administrative Professions	600	601	602
Education	610	611	612
Environmental Design	620	621	622
Home Economics	630	631	632
Law	640	641	642
Social Work	650	651	652
Theology	660	661	662
Other Professions Unclassified Above	670	671	672

INDEX OF SPACE FUNCTION CODES (Cont.)

	Space Function Code		
	Classroom Facility	Laboratory Facility	Other Facility
Technical - Vocational			
Agricultural	700	701	702
Apparel	710	711	712
Business	720	721	722
Construction	730	731	732
Engineering and Industrial	740	741	742
Graphic Arts	750	751	752
Health	760	761	762
Public Service	770	771	772
Transportation	780	781	782
Other Technical Vocational Unclassified Above	790	791	792
Physical Education & Military Science			
Physical Education	800	801	802
Military Science	810	811	812

Column 5 - Number Student Stations. Enter actual number of student stations currently existing in space.

Column 6,7,& 8 - Number Classes Scheduled/Week. The number of classes scheduled per week should be interpreted as the number of class-hours scheduled per week. Since classes are to be counted on a class/hour basis, a class scheduled to occupy an instructional space for two hours would be counted and entered on form as two classes.

Column 6 - Week Day. Enter number of class hours scheduled in the space indicated for Monday through Friday, between 8 a.m. and 6 p.m. in total for a week.

Column 7 - Week Night. Enter number of class hours scheduled in the space indicated for Monday through Friday, between 6 p.m. and 10 p.m. in total for a week.

Column 8 - Saturday. Enter number of class hours scheduled in the space indicated on Saturday between 8 a.m. and 6 p.m. in total.

Column 9 - Total Student Class Hours Per Week. Enter the total number of student class hours scheduled in the space indicated per week, including week days, week nights and Saturdays. For the purpose of this inventory a student attending a two hour class would be counted and entered as two student class/hours.

Column 10 - Room Identification if Not Numbered. A room or space not regularly identified by an institution assigned room number should be identified by a short name in column 10. The purpose of this identification is to distinguish such a space from any other space not numbered in one building. Eight or less symbols should mnemonically identify the space name or function.

INSTRUCTIONAL SPACE INVENTORY

GEORGIA HIGHER EDUCATION
FACILITIES COMMISSION
1108 CANDLER BUILDING
ATLANTA GEORGIA 30303

1. RECORDER'S SIGNATURE

2. 02

3. INST. REF. NO.

4. PAGE LINE REF.

5. PAGE NO.

LINE NO. 1	ROOM NUMBER 2	ROOM AREA IN SQ. FEET 3	SPACE FUNCTION CODE 4	NUMBER STUDENT STATIONS 5	NO. CLASSES SCHED/WK. WEEK DAY 6	WEEK NIGHT 7	SAT. 8	TOTAL STUDENT CLASS HRS. PER WEEK 9	ROOM IDENTIFICATION IF NOT NUMBERED 10
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									
13									
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25									
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27									
28									
29									
30									

BUILDING INVENTORY

GEORGIA HIGHER EDUCATION
FACILITIES COMMISSION
1108 CANDLER BUILDING
ATLANTA GEORGIA 30303

3. INSTITU

BUILDING IDENTIFICATION			PHYSICAL CHARACTE			
LINE NO. 1	ABBREVIATED BUILDING NAME 2	INSTITUTION BUILDING REF. NO. 3	NO. OF FLOORS 4	NO. OF INSTRUCT SPACES 5	FLOOR AREA IN SQ. F GROSS 6	ASSIGNA 7
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

FORM GHEF 01

HIGHER EDUCATION
COMMISSION
LER BUILDING
GEORGIA 30303

1. RECORDER'S SIGNATURE

2. 01

3. INSTITUTION NAME

4. INST. REF. NO.

5. PAGE NO.

PHYSICAL CHARACTERISTICS							USE	OWNERSHIP AND COST			
NO. OF FLOORS	NO. OF INSTRUCT SPACES	FLOOR AREA IN SQ. FEET		CONST. TYPE CODE	CONDI-TION CODE	OCCU-PANCY YEAR	BLDG. FUNCTION CODE	POSSES-SION TYPE	CONSTRUC-TION COST IN DOLLARS	% FEDERAL FUNDS	REPLACEMENT COST IN DOLLARS
		GROSS	ASSIGNABLE								
4	5	6	7	8	9	10	11	12	13	14	15